

# Superior Court of California County of Placer

## Background Check Disclosure and Authorization

**Disclosure:** Proper conduct by Court employees inspires public confidence and trust in the Court and conveys the values of impartiality, equality, and fairness that brings integrity to the Court's work. Court employees are expected to demonstrate, through both words and actions, the highest level of personal integrity and honesty in all professional and personal dealings. Employees are also to refrain from any perceived or actual impropriety including violating the law. This is to notify you that information will be obtained for the purpose of evaluating you for employment with the Superior Court of California, County of Placer. The Court may obtain information pertaining to your character, general reputation, personnel characteristics or mode of living, which are matters of public record. The Court may obtain information from various federal, state and other agencies, which maintain records concerning your driving record, criminal record, civil matters, previous employment, educational background and professional licensing, if any. In addition, the Court may obtain Criminal Offender Record Information (CORI) pertaining to you from the Department of Justice and the Federal Bureau of Investigation.

**Authorization:** I understand that I have applied for a position with the Court that requires a background check. I authorize the Superior Court of California, County of Placer (the Court), to obtain the information described above to evaluate me in connection with my application for employment with the Court.

I hereby authorize and request any present or former employer, school, law enforcement agency, or other person having personal knowledge about me, to furnish to the Court any and all information in his, her or its possession regarding me so that the Court may evaluate this information in connection with my application for employment with the Court. I understand that a photocopy of this authorization may be used and agree that such a copy will have the same authority as the original. I specifically waive any right that I may have to receive written notice from any present or former employer who may provide information based upon this authorization request. I also understand this Authorization is part of my written employment application and that any misrepresentation, falsification or omission of facts thereon may be considered cause for termination of my employment.

**California Civil Code section 1786.53 Disclosure:** I understand that a copies of "public records", which means records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment, will be provided to me within seven days of the Court's receipt of this information. I also understand that if I so designate, I can waive the right to receive a copy of this information below.

☐ **By checking this box, I hereby waive my right to receive copies of "public records", which means records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment, obtained for the purpose of evaluating my application for employment with the Court.**

I understand that the Court will provide me with copies of the "public records," which means records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment, if information in those records results in an adverse employment action, regardless of whether I have checked the above box.

I understand that the Court will **not** provide a copy of any Criminal Offender Record Information (CORI) report provided by the Department of Justice and the Federal Bureau of Investigation. I understand that I may contact the Department of Justice and/or the Federal Bureau of Investigation at the telephone numbers listed below in order to request a copy of my CORI report. I understand that I may be required to follow additional procedures and pay fees in order to obtain a copy of my CORI report.

Department of Justice: 1-916-227-3832 or Federal Bureau of Investigation: 1-304-625-3878

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Print Name

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Signature

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Date